



# MEMORANDUM

B/F

Agenda Item No. 3 (G)

---

**TO:** Honorable Chairperson Barbara Carey-Shuler, Ed. D. and Members, Board of County Commissioners **DATE:** May 20, 2004

**FROM:** George M. Burgess  
County Manager

A handwritten signature in black ink, appearing to read "Burgess", is written over the printed name of George M. Burgess.

**SUBJECT:** FY 2003-04 Mid-Year  
General Fund Budget  
Amendments

---

## **RECOMMENDATION**

It is recommended that the Board of County Commissioners approve the attached Countywide and Unincorporated Municipal Service Area (UMSA) General Fund budget amendments.

## **BACKGROUND**

State law prohibits departmental spending in excess of Board approved allocations. However, during the course of the year, events can occur that would result in a department exceeding its budget without an additional allocation unless it were to reduce or suspend services. Historically, recommendations have been submitted to the Board to adjust budgets to account for such events. This budget amendment is based on current projections; as in past years unexpected expenditures that occur between May and September could require a year-end General Fund budget amendment. Certain reserves, such as those for separation costs and wage adjustments, are budgeted separately from departmental allocations with the intent to distribute these revenues through the budget amendment process.

Last year the Mayor and Board raised concerns regarding the effect of the amendments on the Contingency Reserve that could be needed to address emergencies throughout the balance of the year. I share those concerns. This amendment does not reallocate monies in the Countywide or UMSA Contingency Reserves (\$6.7 million) or in the Emergency Contingency Reserve (\$11.122 million).

Among the reserves that are set aside for distribution once the funding requirements are known is \$11.8 million for the four percent wage adjustments and \$25 per pay period supplement effective July, 2004, negotiated wage adjustments approved by the Board. Historically, those funds are allocated to a reserve and not included in the departmental budgets so that actual allocations are limited to those needed by each department.

Departments receiving an allocation to cover the costs of the cost-of-living adjustments included Procurement Management, Corrections and Rehabilitation, Fire Rescue, Property Appraisal, Elections, Enterprise Technology Services, Medical Examiner, Community Relations, and Park and Recreation.

At this time, a budget amendment of \$7.541 million is recommended for the Corrections and Rehabilitation Department to cover increased expenses associated with hospital assignments for inmate medical care (\$1.7 million), as well as personnel costs (\$5.841 million), primarily attributable to overtime consumption.

The Board of County Commissioners requires an amendment of \$2.31 million for the allocation of unexpended FY 2002-03 year-end Commission office balances. Those amounts are allocated as follows: District One - \$281,000, District Two - \$25,000, District Three - \$98,000, District Four - \$181,000, District Five - \$305,000, District Six - \$318,000, District Eight - \$294,000, District Nine - \$157,000, District Ten - \$107,000, District Eleven - \$203,000, District Twelve - \$59,000, and District Thirteen - \$50,000, and the Office of the Chair - \$232,000.

The Park and Recreation Department requires a budget amendment of \$1.718 million to cover the negotiated wage adjustment (\$607,000), Country Club of Miami outstanding vendor and lessee obligations (\$723,000), as reported to the Board last August, and lower than budgeted golf-related revenues (\$388,000) that were expected to offset departmental operating costs.

The Department of Procurement Management (DPM) requires a budget amendment of \$1.223 million to authorize expenditures related to the negotiated wage adjustment (\$62,000) and separation costs (\$120,000), additional expenses as a result of the modification of ADPICS and FAMIS for the User Access Program (UAP) (\$215,000), Graphical User Interface maintenance charges (\$44,000), and unrealized UAP and surcharge revenues (\$912,000). The department has identified savings to offset a portion of these over expenditures and revenue shortfalls (\$130,000).

The Elections Department requires a budget amendment of \$1.214 million as a result of increased expenditures related to the March 9, 2004 election (\$426,000), an anticipated increase in the August 31, 2004 election costs (\$718,000), as well as the cost of the negotiated wage adjustment (\$70,000). The election costs increases are due to "night before" set-up costs, higher than anticipated overtime costs, and costs associated with an additional mailing of voter identification cards.

The Enterprise Technology Services Department requires a budget amendment of \$900,000 to cover expenses associated with the negotiated wage adjustment (\$416,000), and lower than anticipated payments from the Aviation Department due to Federal Aviation Administration restrictions on revenue diversions (\$484,000).

The Property Appraisal Department requires a budget amendment of \$591,000 to cover additional personnel expenditures related to the negotiated wage adjustment (\$133,000), cost related to efforts towards the updating of the residential, commercial, and industrial real and personal property tax rolls (\$318,000), as well as additional printing costs associated with the State no longer providing certain forms (\$140,000). These adjustments include funding for overtime expenses associated with assuring the 2004 tax roll is as accurate as possible.

The Medical Examiner requires a budget amendment of \$361,000 to authorize additional expenditures related to the negotiated wage adjustment (\$59,000), separations costs (\$71,000), and lower than anticipated proprietary revenues (\$231,000) primarily due to a reduction of charges to the State Attorney's and Public Defender's Offices and the State law changes which limited autopsy photographs.

The Miami-Dade Fire Rescue Department's Air Rescue Division and Anti-Venin Unit require a budget amendment of \$248,000 in order to authorize additional personnel expenditures related to the negotiated wage adjustment, overtime expenditures for leave coverage, increased fuel costs, uninterrupted medicine purchase costs.

The Office of Community Relations requires a budget amendment of \$185,000 due to personnel related costs. The Office of Agenda Coordination requires a budget amendment of \$145,000 to authorize additional printing costs and supplies related to providing regular and committee agenda materials. The Communications Department requires a budget amendment \$143,000 to cover additional expenditures related to the Dial-a-Life Coordinator position and associated operating expenses that were transferred to the Communications Department from the Department of Human Services. The International Trade Consortium requires a budget amendment of \$43,000 due to separation costs.



Assistant County Manager  
cmo08304

**ATTACHMENT 1**  
**(continued)**

**UNINCORPORATED MUNICIPAL SERVICE AREA GENERAL FUND**

<b>From:</b>	<b><u>2003-04</u></b>
Wage Adjustment, FRS, Separation, and Energy Reserves	<u>\$1,959,000</u>
<b>To:</b>	
Board of County Commissioners	\$808,000
Procurement Management	427,000
Enterprise Technology Services	315,000
Park and Recreation	308,000
Agenda Coordination	51,000
Communications	<u>50,000</u>
Total	<u>\$1,959,000</u>

**ATTACHMENT 1**  
**(continued)**

**UNINCORPORATED MUNICIPAL SERVICE AREA GENERAL FUND**

<b>From:</b>	<b><u>2003-04</u></b>
Wage Adjustment, FRS, Separation, and Energy Reserves	<u>\$1,959,000</u>
<b>To:</b>	
Board of County Commissioners	\$808,000
Procurement Management	427,000
Enterprise Technology Services	315,000
Park and Recreation	308,000
Agenda Coordination	51,000
Communications	<u>50,000</u>
Total	<u>\$1,959,000</u>

5




# MEMORANDUM

(Revised)

TO: Hon. Chairperson Barbara Carey-Shuler, Ed.D.  
and Members, Board of County Commissioners

DATE: June 8, 2004

FROM:   
Robert A. Ginsburg  
County Attorney

SUBJECT: Agenda Item No.

Please note any items checked.

- ☐ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Bid waiver requiring County Manager's written recommendation
- ☐ Ordinance creating a new board requires detailed County Manager's report for public hearing
- ☐ Housekeeping item (no policy decision required)
- ☐ No committee review

Approved \_\_\_\_\_ Mayor

Agenda Item No. \_\_\_\_\_

Veto \_\_\_\_\_

Override \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AMENDING FY 2003-04 COUNTYWIDE  
GENERAL FUND AND UNINCORPORATED MUNICIPAL  
SERVICE AREA GENERAL FUND BUDGETS**

WHEREAS, Section 129.06 (2), Florida Statutes and Section 1.02 (A) of the Miami-Dade County Home Rule Charter authorize the Board of County Commissioners to amend the general fund budgets and establish procedures for doing so; and

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum from the County Manager, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that the FY 2003-04 Countywide General Fund and Unincorporated Municipal Service Area General Fund budgets are amended as reflected in the attached memorandum.

The foregoing resolution was offered by Commissioner

, who moved its adoption. The motion was seconded by

Commissioner

and the vote was as follows:

Dr. Barbara Carey-Shuler, Chairperson  
Katy Sorenson, Vice-Chairperson

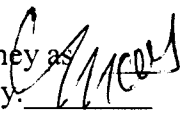
Bruno A. Barreiro  
Betty T. Ferguson  
Joe A. Martinez  
Dennis C. Moss  
Natacha Seijas  
Sen. Javier D. Souto

Jose "Pepe" Diaz  
Sally A. Heyman  
Jimmy L. Morales  
Dorrin D. Rolle  
Rebeca Sosa

The Chairperson thereupon declared the resolution duly passed and adopted this 8th day of June, 2004. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF COUNTY  
COMMISSIONERS

HARVEY RUVIN, CLERK

Approved by County Attorney as  
to form and legal sufficiency: 

By: \_\_\_\_\_  
Deputy Clerk